

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 900 EEO/EMPLOYEE DEVELOPMENT	SUPERSEDES: AR 382 (08/08/84)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 908 WEAPONS TRAINING AND QUALIFICATION TEMP	EFFECTIVE DATE: 08/25/03

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MANDATORY REVIEW DATE 08/25/04

PURPOSE

To provide guidelines that will ensure that all Department peace officers and designated employees are adequately trained in safety, handling and the use of Department issued weapons.

To provide guidelines for proper, consistent and documented weapons training and qualifications.

To ensure all Department peace officers and designated employees comply with State weapons qualification requirements for peace officer certification.

AUTHORITY

NRS 209.131
NRS 289.510
NRS 289.550
NAC, Chapter 289

RESPONSIBILITY

It is the responsibility of the Department's peace officers and designated employees to successfully complete the Department's weapons/firearms training programs.

It is the responsibility of the Department's EEO/Employee Development Division to provide weapons/firearms training programs that ensure Department compliance with NAC, Chapter 289.

It is the responsibility of the Department's Employee Development Manager to ensure proper course curriculum, courses of fire, range master certification and documentation of the Department's Weapons/Firearms Training Programs.

The Range Master is responsible for the management and supervision of the range when representing the Department in performing the duties and responsibilities as a Range Master.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing Authorities may include: Assistant Directors, Medical Director, Wardens, Administrator Mental Health and Programs Services.

APPROVED COURSE OF FIRE – A Weapons/Firearms course designed to provide instruction for trainees/student or qualify Department peace officers and designated employees for qualification/certification as established in NAC, Chapter 289 and approved by the Employee Development Manager.

DEPARTMENT – Nevada Department of Corrections.

DEPARTMENT ISSUED WEAPONS – Weapons/Firearms issued/used routinely by the Department's institutions/facilities employees and peace officers for the purpose of providing safety, security and prevention of escape.

DESIGNATED EMPLOYEE – Department employees designated by the Director to function as a peace officer or authorized to carry a weapon/firearm in the course of their duties and assignments.

DIRECTOR – Director of the Department of Corrections.

EEO/PROFESSIONAL DEVELOPMENT OFFICER – The official title designated by the Department for the position identified as the Division Head of the EEO/Employee Development Division.

EMPLOYEE DEVELOPMENT MANAGER (EDM) – The official title for the position within the EEO/Employee Development Division responsible for the direct administration, management and supervision of the Department’s Employee Development Specialists.

EMPLOYEE DEVELOPMENT SPECIALIST (EDS) – The Department’s official title of the EEO/Employee Development staff responsible to ensure the Division’s assigned tasks of training and employee development is carried out.

PEACE OFFICER – Positions designated pursuant to the definitions contained in, NRS 169.125; NRS 289.010; NRS 289.480; NAC 289.060, inclusive.

PERSONAL WEAPONS – Weapons/Firearms that are personally owned by the employee or staff members and authorized by the Department to be carried in the performance of their assigned duty, e.g. Central Transportation, Rural Conservation Camps, Inspector General’s Office or employees assigned to duties and responsibilities during an escape, etc.

PST COORDINATOR – The Employee Development Specialist designated by the Department to administer, manage, supervise and coordinate the Department’s Correctional Employee/Officer Basic Training program. This is commonly referred to as pre-service training or PST.

RANGE MASTER – The term and position used to define a person who has successfully completed a formal course in the subject of “Range Master”, “Range Operations” or equivalent and successfully completed a formal course of Basic Instructor Development/Train-the-Trainer ” as prescribed within NAC, Chapter 289.

WEAPONS QUALIFICATION – Successful completion of a “course of fire” designed and approved by the Department to demonstrate weapons safety, handling and use by the employee or peace officer as prescribed in NAC, Chapter 289.

WEAPONS TRAINING – Department designed or sponsored weapons training course curriculum for the purpose of instructing the trainee/student in the safety, handling and specific use and proficiency of weapons/firearms. The course curriculum is designed and developed to ensure that it is equivalent to and meets the minimum standards established by NAC, Chapter 289.

APPLICABILITY

This regulation applies to all employees of the Department

PROCEDURES

908.01 PEACE OFFICER CERTIFICATION

1.1 The Department's peace officers and designated employees are required to handle weapons/firearms on a regular basis in the performance of their assigned duties and responsibilities. Therefore, the Department requires initial weapons/firearms orientation training in the use of force, safety, handling and use of the weapons/firearms.

- All Department peace officers and designated employees must meet the requirements established in NAC, Chapter 289 to ensure certification.

908.02 BASIC WEAPONS/FIREARMS TRAINING PROGRAM

1.1 All Department peace officers and designated employees must successfully complete a weapons/firearms training orientation program to include qualification. The Department's peace officers and designated employees must complete this training before being assigned to a post or position involving the possible use of such weapons. The course curriculum will include at a minimum, but not limited to:

- Use of Force laws, policy and procedures;
- Weapons/firearms safety;
- Nomenclature and proper use/handling;
- Constraints on the use of weapons/firearms; and
- Qualification in the use of routinely issued Department weapons/firearms. **(3-4087, 3-4088)**

1.1.1 The Department's weapons/firearms orientation-training program will be included in the course curriculum within the Department's PST.

1.1.2 Weapons/firearms classroom orientation training will be a minimum of four-hours in duration.

1.1.3 Weapons/firearms orientation training qualification will be a minimum of four-hours in duration.

1.1.4 Range Masters will ensure compliance with established range rules, courses of fire, and basic orientation training program requirements as established by the Employee Development Manager.

1.1.5 During range operations, all shooters will use eye and ears protection.

908.03 MAINTAINING WEAPONS/FIREARMS CERTIFICATION

1.1 As a condition of employment, the Department's peace officers and designated employees must maintain weapons/firearms certification as established within NAC, Chapter 289.

1.1.1 On a bi-annual basis, institutional Wardens and Facility Managers will ensure that every peace officer and designated employees will re-qualify with weapons/firearms as required in this regulation. **(3-4088)**

1.1.2 Each institution/facility will ensure that the appropriate numbers of Range Masters are assigned to the re-qualification process for safety, adequate instruction and proper compliance to the range operations, supervision and re-qualification documentation.

1.1.2.1 No re-qualification or instruction will occur without the adequate assignment and attendance of certified Range Masters.

1.1.2.2 The employee who fails their Weapons/Firearms qualification will not be assigned a post or position where weapons/firearms are used.

1.1.3 Range Masters will ensure compliance with established range rules, courses of fire, and re-qualification requirements established by the Department's Employee Development Manager.

1.2 The Department re-qualification courses of fire and course curriculum will be reviewed annually and approved by the Employee Development Manager or designee to ensure compliance with established requirements set forth in NAC, Chapter 289.

1.2.1 The re-qualification process will include, at a minimum:

- Review of the nomenclature and handling of the assigned weapons;
- Safety features of weapons/firearms;
- Range rules; and
- Department's Use of Force policy and procedures. **(3-4087)**

1.3 Employees can qualify with personal weapons/firearms so long as the weapons/firearms comply with the Department's Administrative Regulation 451.

- Employees will incur all cost of the ammunition and equipment necessary to qualify with personal weapons.

1.4 The Department's Central Transportation Officers will re-qualify with all Department issued weapons/firearms bi-annually. Additionally, two more proficiency-training shoots will be conducted in a calendar year. The qualifications will meet the requirements set forth in NAC, Chapter 289.

1.4.1 Central Transportation Officers will qualify bi-annually with personal weapons/firearms. The personal weapons/firearms will be in compliance with the Department's Administrative Regulation 451. If the officer carries a personal weapon/firearm in the performance of their duties and responsibilities, quarterly re-qualification is required.

- Central Transportation Officers will incur the cost of the ammunition and equipment necessary to qualify with personal weapons.

908.04 DOCUMENTATION AND RECORD KEEPING

1.1 The Department's weapons/firearms orientation training and qualifications will be documented to ensure compliance with established requirements of NAC, Chapter 289.

1.1.1 During the PST weapons/firearms qualification process, the Range Master's will ensure that all documentation is forwarded to the regional PST Coordinator for retention in the PST Class File.

1.1.2 During the Department's bi-annual weapons/firearms re-qualification process, the Range Master will ensure that all documentation is forwarded to the regional Employee Development Office for retention in the Employee's Training File.

1.1.3 The Range Master's will complete and ensure that, at a minimum, the following Department form is completed:

- Weapons Qualification and Expended Ammo/Inventory Form (DOC - 1542).

1.1.4 The Department's re-qualification requirements for employee personal weapons/firearms are the same as required for Department issued weapons/firearms.

- Range Master's will ensure that the personal weapons portion of the form is completed.

1.2 During the Department's weapons/firearms re-qualification process, the Range Master's will ensure a copy of all documentation will be forwarded to the Warden, Facility Manager or designee as well as maintaining a copy for their records.

1.3 The Employee Development Staff will monitor the weapons/firearms basic orientation-training program and bi-annual weapons/firearms qualifications and re-qualification process to ensure compliance with established requirements set forth within NAC, Chapter 289 and Department administrative regulations.

1.3.1 Reports to the Office of the Employee Development Manager will be completed as directed. Should deficiencies be identified regarding compliance with this administrative regulation it will be reported to the Employee Development Manager who in turn will inform the EEO/Employee Development Division Head.

908.05 REMEDIAL TRAINING PROCESS

1.1 The Department has established a weapons/firearms remedial process to be followed should a peace officer or designated employee not successfully complete the orientation training or qualifications requirements. This process only has to be followed for weapons/firearms that the employee failed to qualify with. The process is as follows:

- The trainee/student or re-qualifying employee will be allowed, if time permits, to attempt successful completion of the orientation training or re-qualification process one more time. Failure to successfully complete the process will amount to failure. Any other attempts will be at a later date and time.
- The Range Master will forward a letter to the employee's Appointing Authority informing them of the failure to successfully complete the process. If the employee is participating in the PST, a copy of the letter will be forwarded to the Academy Coordinator for documentation in the course file.
- The employee's appointing authority will set up a time through the employee's supervisor to re-schedule efforts toward training orientation and/or re-qualification. The Appointing Authority will ensure that a different Range Master from the one used in the initial orientation training or re-qualification is assigned to provide the remedial training.
- The remedial training curriculum will be provided and consist of the following, at a minimum:
 - a. Orientation to the weapon/firearm to be used for qualification;
 - b. Orientation to the safe use of the weapon/firearm to be used for qualification;
 - c. Remedial training will be provided by the Range Master of the methods and techniques used to properly fire and qualify with the weapon/firearm;
 - d. Upon completion of the training orientation, the employee will be allowed two attempts to successfully complete the qualification efforts;
 - e. If the employee is unsuccessful, the Range Master will forward a second letter to the employee's appointing authority identifying the failure.

- f. The employees now must practice on their own before being allowed to attempt to successfully complete the qualification process. The employee will incur all cost for ammunition and time. The employee has two weeks to complete this practice time.
- g. Upon completion of the practice time, the employee will request through their supervisor to be rescheduled for qualification efforts. Should the employee fail at this attempt, the Range Master must recommend termination to the employee's Appointing Authority; and
- h. The employee's Appointing Authority will contact the regional Department Personnel Office and initiate the termination process.

908.06 DEPARTMENT STANDARD WEAPONS/FIREARMS ISSUE

1.1 The Department has identified the following weapons/firearms as the routinely assigned or issued weapons/firearms. They are:

- 12 Gauge shotgun;
- .38 Caliber/. 357 Ruger GP 100 revolver;
- .223 Caliber Ruger Mini-14 Rifle; and
- 30-06 Caliber Rifle. The 30-06 caliber Rifle may be assigned by some institutions/facilities to routine post/positions, or as a special emergency response weapon. In such cases, the officer/employee assigned must meet all requirements for qualification and peace officer certification set forth in NAC, Chapter 289 and this regulation.

1.2 Exceptions to standard Department weapons/firearms issued will be with the approval of the Director or designee.

1.3 The Department's Administrative Regulation 451 identifies authorized and approved personal weapons/firearms.

908.07 COURSES OF FIRE

1.1 Courses of fire are designed and approved by the Department's EDM to ensure compliance with NAC, Chapter 289 as well as reflect conditions that the shooter may experience on the job (i.e. various weather, lighting conditions etc.).

1.2 12-Gauge Shotgun Course of Fire for Qualification

1.2.2 The purpose of a course of fire is a familiarization course using a silhouette targets at 25-yards. The shooter will demonstrate the safe and proper way to load and unload the weapon and have completed an orientation/refresher class on the Department's Use of Force administrative regulation before initiating the course of fire for the weapon. The shotgun qualification will consist of firing a total of five (5) rounds with no score mandatory.

- One (1) shot of 7.5/8 birdshot will be fired to demonstrate the proper skip shot technique.
- Two of three (2) shots of 7.5/8 birdshot will be fired to familiarize, demonstrate and provide experience to the shooter regarding the firing of the 12-gauge shotgun.
- The purpose of the skip shot is to familiarize the trainee/student or qualifying employee with this technique that is used when (birdshot) is fired within the perimeter of the institution to control a potentially dangerous situation. This shot will be completed in such a way so as to demonstrate the skip into the target below the knees.
- Two (2) shots of 00-Buckshot will be fired at a silhouette target at 50 yards to provide demonstration and experience in the use of and impact of 00-Buck type shot verses the 7.5/8 birdshot impact.
- The 00-Buckshot is not to be used to shoot into the confines of the institution because of its lethal nature. Employees have a responsibility to know their specific institution post orders.

1.3 .223 Ruger Mini-14 Rifle/30-06 Rifle Course of Fire for Qualification

1.3.1 The purpose of this course of fire is to familiarize and qualify the shooter in the use of the weapon.

- The shooter will demonstrate the safe and proper way to load and unload the weapon as well as demonstrate how to use any safety mechanism.
- The shooter will have completed an orientation/refresher class in the Department's Use of Force administrative regulation before initiating a course of fire for the weapon.
- This course is conducted using a silhouette target at 100 yards or at 50 yards using a reduced silhouette target.

- The weapon qualification will consist of ten rounds to be fired with the satisfactory qualification score of a minimum of 70%

1.3.2 If the institution has assigned the 30-06 Rifle to institutional posts/positions or it is assigned to employees for special emergency response situations, at a minimum, the same orientation training and qualification requirements for the .223 Ruger Mini-14 Rifle are required.

- If the 30-06 Rifle is assigned as a special emergency response weapon, the assigned peace officer or designated employee will qualify quarterly throughout the calendar year.

1.4. .38 Caliber Revolver/Handgun Courses of Fire for Qualification

1.4.1 The purpose of this course of fire is to familiarize and qualify the shooter in the use of the weapon.

- The shooter will demonstrate the safe and proper way to load and unload the weapon as well as demonstrate how to use any safety mechanism.
- The shooter will have completed an orientation/refresher class in the Department's Use of Force administrative regulation before initiating a course of fire for the weapon.
- There are three courses of fire. Only one needs to be used to qualify. They are designed to stimulate proficiency, allow for diverse courses of fire and create job relatedness.
- All courses of fire will meet the qualification requirements set forth in NAC, Chapter 289.
- The weapon qualification will consist of 50 rounds to be fired on a silhouette target with the satisfactory qualification score of a minimum of 70%.

1.4.2 The course of fire must be used for all peace officers for the bi-annual qualifications. (i.e. Course Number 1 will be used for the 1st annual qualification, it must be used for all peace officers for their 1st qualification. Course Number 2 will be used for the 2nd qualification it must be used by all peace officer for the 2nd qualification).

1.4.3. Revolver/Handgun Courses of Fire

- Course Number 1

5 yards	6 rounds (Strong Hand)
7 yards	8 rounds (Strong Hand)
10 yards	6 rounds (Strong Hand)
	6 rounds (Weak Hand)
15 yards	6 rounds (Strong Hand)
	6 rounds (Strong Hand, Kneel)
25 yards	<u>12 rounds</u> (Strong Hand)
	50 rounds

- Course Number 2

5 yards	8 rounds (Strong Hand)
7 yards	6 rounds (Strong Hand)
	6 rounds (Weak Hand)
10 yards	6 rounds (Strong Hand)
	6 rounds (Strong Hand, Kneel)
15 yards	12 rounds (Strong Hand)
25 yards	<u>6 rounds</u> (Strong Hand)
	50 rounds

- Course Number 3

5 yards	2 rounds (Strong Hand, No Support)
	6 rounds (Strong Hand)
7 yards	6 rounds (Strong Hand)
	6 rounds (Strong Hand, Kneel)
10 yards	6 rounds (Strong Hand)
	6 rounds (Weak Hand)
15 yards	12 rounds (Strong Hand)
25 yards	<u>6 rounds</u> (Strong Hand)
	50 rounds

1.5 Ammunition for training and qualifications.

1.5.1 The Department's EEO/Employee Development and Employee Relations Division will provide the training and qualification ammunition to all institutions/facilities.

1.5.2 Employees desiring to train or qualify with personal weapons/firearms will provide all ammunition and equipment necessary for training/qualifications.

1.6 Personal Weapons/Firearms Courses of Fire

1.6.1 All personal weapons/firearms used by employees while carrying out duties and assignments on behalf of the Department must be approved and authorized as identified in the Department's Administrative Regulation 451. Courses of fire for orientation training/qualification requirements will be the same as identified for handguns, shotguns or rifles in this regulation

1.6.2 Those officers shooting/qualifying with their personal weapons/firearms must demonstrate to the Range Master their ability to address malfunctions of their weapon prior to shooting/qualification.

908.08 WEAPONS/FIREARMS COURSE ENHANCEMENT PROGRAMS

1.1 The Department participates in weapons/firearms courses of enhancement (i.e. Firearms Automated Training Systems or F.A.T.S.). Only Range Masters who have received advanced training in the F.A.T.S. system will instruct the F.A.T.S. program or use the system. This course must be approved and authorized by the Department's EDM.

1.1.1 The weapons/firearms enhancement programs may be of various types of courses and may vary in purpose and scope. However, these types of enhancement programs are not to be used in-lieu of the qualifications requirements set forth in NAC, Chapter 289 toward peace officer certification and compliance with this regulation. All enhancement courses must be approved and authorized by the Department's EDM.

- Range Masters will receive a minimum of 40-hours of advanced weapons/firearms training prior to instructing/training any of the enhancement type courses.
- Range Masters will receive a minimum of 4-hours training on F.A.T.S. Operations prior to providing such advanced training to Department peace officers and designated employees.

1.2 The Department provides special weapons/firearms training for identified peace officers and selected employees. These courses are designed to enhance the weapons/firearms proficiency in specialty areas of duties and responsibilities (e.g., Range Masters, Special Emergency Response Teams, and Transportation Officers, Search and Escort Officers, and Towers Officers, etc.). While these courses of fire have a specific scope and purpose, these types of enhancement courses are not to be used in-lieu of qualifications requirements toward peace officer certification as set forth in NAC,

Chapter 289 and this administrative regulation. These types of enhancement courses must be approved and authorized by the Department's EDM.

908.09 UNUSUAL OCCURANCES/INCIDENTS

1.1 Range Masters are the overall authority on any Range.

1.2 Due to the nature of the weapons/firearms orientation training and qualification programs, there may be an unusual occurrence or incident that takes place (i.e. weapons/firearms accident, shooting injury etc.).

1.1.1 At a minimum, the Range Master will ensure that an Incident Report must be completed and forwarded to the institutional Warden the same day the incident occurs. Copies will be forwarded to the Inspector General, regional Employee Development Office and appropriate supervisor by the Range Master.

1.1.2 The Range Master in-charge will also ensure:

- If necessary, the appropriate medical/emergency assistance is immediately requested;
- Proper Employee Injury/Accident forms are completed according to Administrative Regulation 329;
- If involving trainees/students, the regional Employee Development Specialists are notified; and
- Appropriate documentation, reports and institutional forms are completed in the proper time frames and routed to those individuals identified in the Range Rules.

1.1.3 Failure to complete the proper documents and reports will result in disciplinary action.

REFERENCES

ACA Standard 3-4087 and 3-4088

ATTACHMENTS

Weapons Qualification and Expended Ammo/Inventory Form (DOC -1542)

Jackie Crawford, Director

Date

CONFIDENTIAL

XX
Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.